



## DATA TREATMENT AUTHORIZATION

In accordance with joint responsibility and solidarity principles, KSI-KIDS EDUCACION PREESCOLAR, NIT No. 900612885-2, identified in its Institutional Education Project as a provider of educational services and of the integral protection of its students, recognizes them as right holders and protects them against any arbitrary or illegal interference in their private and family life, domicile or correspondence. This institution provides additional protection against any conduct, action or circumstance that affects their dignity, considering that children's rights are of primary importance pursuant to Act 1098, 2006 (Infancy and Adolescence Act). For this reason, you are hereby kindly requested to fill the following information so as to comply with our data protection policy.

Student's name: \_\_\_\_\_  
ID: \_\_\_\_\_ issued in \_\_\_\_\_  
Age: \_\_\_\_\_  
School year: \_\_\_\_\_

We, \_\_\_\_\_, identified with ID No. \_\_\_\_\_ issued in \_\_\_\_\_, and \_\_\_\_\_ identified with ID No. \_\_\_\_\_ issued in \_\_\_\_\_, acting in our capacity of parents and individuals in charge of the education of our child before **KSI-KIDS EDUCACION PREESCOLAR**, hereby expressly authorize **KSI-KIDS EDUCACION PREESCOLAR** to process (collect, store, use and cancel) the indispensable, optional and sensitive personal information of the student and his/her parents, which may be required in the context of the education service acquired by means of this Agreement or related to the same.

Likewise, we hereby authorize the transfer of information to the relevant public and administrative entities or upon court order. We also authorize data transfer to third parties with which the school has entered into service agreements, such as transportation and food providers, or with respect to other activities related to or derived from the education services acquired hereunder.

We hereby declare that we have been clearly and expressly informed that we have to know, update and correct the personal data we provided. **KSI-KIDS EDUCACION PREESCOLAR** shall not use the students, their parents and/or custodians' personal data for purposes other than those established herein.

Executed in \_\_\_\_\_ on \_\_\_\_ (day) \_\_\_\_\_ (month), 20\_\_.

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ID No.

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ID No.



**LETTER OF AUTHORIZATION FOR PERSONAL DATA TREATMENT**  
**ACT 1581, 2012**

I. I, the undersigned data holder, expressly declare that I have provided the indispensable, optional or sensitive personal information for the purposes of the contractual relation entered into with the source of information (hereinafter named "KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA"). On the other hand, during the validity term of this agreement, KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA shall have access to my personal data, regardless if provided by me or not.

II. I hereby state that KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA has expressly informed me that:

1. The personal information mentioned herein shall be treated (any operation or set of operations involving personal data such as collection, storage, use, circulation or suppression) by the institution for the purposes set out in this Agreement. With respect to the circulation or transfer thereof, the latter shall be carried out by KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA in accordance with the terms set out in this authorization.
2. My personal data will be processed by KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA for the purposes that the latter may see fit as well as for the ones inherent to the contractual relation.
3. For complying with the purposes set out in the previous section, said treatment shall be carried out even in case of agreement termination and under any future post-contractual requirement.
4. Data shall be shared, transmitted, delivered, transferred or disclosed for the aforementioned purposes only.

III. I likewise declare that KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA has informed me that my rights as data holder are the following:

- A. To know, update and rectify my personal data held by KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA, the entity in charge of personal data treatment. This right may be exercised with respect to partial, incorrect, incomplete, fractioned and misleading information or the one the treatment of which is prohibited or unauthorized.
- B. Request the proof of this authorization, or any other document executed for said purpose, except in case of any other personal data treatment required in accordance with the Law, for example: a) any piece of information required by a public or administrative entity exercising its functions or requested by court order. b) Information of public domain. c) Cases of medical or sanitary emergency. d) Data treatment



authorized by Law for historical, statistical or scientific purposes. e) Certificate of Birth-related data.

- C. To be informed upon request by KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA or by the person in charge of data treatment about the use of my personal data.
- D. File the claims and complaints related to infractions to the aforementioned Act as amended, complemented or extended.
- E. Revoke this authorization and/or request data cancellation, should treatment principles, rights and guarantees not be respected. Said revocation and/or suppression shall be applicable should the competent authority determine that KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA or the individuals in charge of personal data treatment infringed the law or the Constitution. The revocation shall be applicable provided that there is no legal or contractual obligation under which the information in question is to be retained.
- F. Have free access to my personal data that have undergone treatment
- G. KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA shall not use worker's personal data for commercial purposes.

VI. I hereby authorize KNIGHTSBRIDGE SCHOOLS INTERNATIONAL BOGOTA, or its representatives, to permanently or irrevocably process, store, consult, make available or update any personal information from the date of execution of this Agreement, in line with the terms, conditions and during the period established in the databases as well as by norms and authorities. The consequence of this authorization shall be the addition of my personal data in the aforementioned databases.

This document was elaborated and is executed to comply with Statutory Act No. 1581, 2012 "By which the applicable general provisions concerning data protection are established"

The information filled in this authorization has been provided voluntarily and I hereby declare that it is adherent to the truth.

I agree,

\_\_\_\_\_  
ID No. \_\_\_\_\_ issued in \_\_\_\_\_

Executed in \_\_\_\_\_ on \_\_\_\_ (month) \_\_\_\_ (day), \_\_\_\_ (year).